

PROMOTIONAL/TRANSFER OPPORTUNITY

(Open to current classified Administrative Analysts in the City of Long Beach and individuals reachable on the Administrative Analyst Civil Service eligible list)

ADMINISTRATIVE ANALYST I-III (CLASSIFIED)

Engineering and Construction Bureau

Salary Range – Grade I \$1,753.68 to \$2,383.76 Biweekly; \$3,813.00 to \$5,183.00 Monthly
Grade II \$1,891.92 to \$2,571.44 Biweekly; \$4,133.00 to \$5,591.00 Monthly
Grade III \$2,041.28 to \$2,777.20 Biweekly; \$4,438.00 to \$6,038.00 Monthly

The Long Beach Gas and Oil (LBGO) Department, Engineering and Construction Bureau, has an immediate opening for a full-time classified Administrative Analyst I-III (grade level placement will be dependent upon qualifications). Long Beach Gas and Oil is responsible for providing the residents and business of Long Beach and Signal Hill with safe, efficient, high quality, and price competitive natural gas.

EXAMPLE OF DUTIES:

- Assist in the development and monitoring of the Bureau's Budget.
- Prepare financial reports and analysis.
- Develop, compile, and interpret statistical and operational data.
- Coordinate the Bureau's performance goals, objectives, and productivity measures.
- Coordinate and prepare the Bureau's Capital Improvement Program and Long Range Plan.
- Monitor budget compliance of Capital Improvement Projects.
- Administration of billable work and service order projects.
- Prepare letters to the City Council, other City Departments, and the public.
- Assist in the development and administration of leases, permits, and contracts.
- Other duties as required.

DESIRABLE QUALIFICATIONS:

- Excellent writing and analytical skills.
- Excellent communication skills
- Excellent organizational skills and ability to multi-task
- Flexibility in understanding a work environment that interacts with construction crews as well as staff personnel.
- Experience with the complete suite of Microsoft Office, including Access.
- Programming in Access would be an advantage.
- Experience with BPREP, FAMIS, and ADPICS.

SELECTION PROCEDURES:

This position is open to current classified Administrative Analysts in the City of Long Beach and individuals reachable on the Administrative Analyst Civil Service eligible list. To apply, please submit a letter of interest and resume no later than **4:30 P.M., Friday, June 23, 2006** to:

Alan Winter, Manager
Engineering and Construction Bureau
Long Beach Gas & Oil
2400 E. Spring Street
Long Beach, CA 90806

The most qualified candidates will be invited to participate in further selection procedures. Interviews will be scheduled after the close of the filing period.

The City of Long Beach is an Equal Opportunity Employer

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please contact Zadie Cannon at (562) 570-2064.